



OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301

January 11, 1995

Administration
& Management

ADMINISTRATIVE INSTRUCTION NO. 78

SUBJECT: Administrative Instructions (AIs)

- References:
- (a) Administrative Instruction No. 78, subject as above, July 2, 1991 (hereby canceled)
 - (b) Administrative Instruction No. 78-I, "Index of Administrative Instructions," current edition
 - (c) DoD Directive 5110.4, "Washington Headquarters Services," May 6, 1991
 - (d) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993
 - (e) DoD Directive 5015.2, "Records Management Program," March 22, 1991
 - (f) Administrative Instruction No. 15, "Records Management Administrative Procedures and Records Disposition Schedules," August 11, 1994

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) to disseminate policy, and update responsibilities and procedures for the development, revision, and issuance of AIs.
2. Continues to authorize the publication of reference (b).

B. APPLICABILITY

This Instruction applies to:

1. The Office of the Secretary of Defense (OSD) and the DoD Field Activities.
2. The Military Departments, the Chairman of the Joint Chiefs of Staff, and those Defense Agencies and specified joint DoD Components in the National Capital Region (NCR) when administrative support services are provided by Washington Headquarters Services (WHS) under reference (c) (hereafter referred to collectively as "the OSD and WHS Components").

C. DEFINITION

National Capital Region (NCR). Includes the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties, and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.

D. POLICY

The AI is the medium to:

1. Implement and supplement DoD Directives and DoD Instructions that impact on the administration of OSD and the DoD Field Activities.
2. Disseminate policy, procedures, and informational guidance to the DoD Components serviced by WHS in NCR.

E. RESPONSIBILITIES

1. The Director of Administration and Management, Office of the Secretary of Defense, shall approve and sign AIs and approve their changes and cancellations.

2. The OSD and WHS Components shall:

- a. Initiate AIs when it is essential to administer the functions in their areas of responsibility or implement a DoD issuance.
- b. Review, revise, and reissue AIs within their areas of responsibility to keep them current.
- c. Coordinate new AIs, revisions, and changes with relevant DoD Components using the procedures in enclosure 2.
- d. Ensure that AIs are consistent with the policies of DoD Directive 8910.1 (reference (d)).

3. The Director, Correspondence and Directives Directorate, Washington Headquarters Services, under the authority of the Director, WHS, shall:

- a. Exercise overall management of the AI system.
- b. Ensure that new and revised AIs and changes are written in compliance with the procedures in enclosure 2.
- c. Maintain records necessary for reference and research, and make final disposition of the records in accordance with DoD Directive 5015.2 (reference (e)) and AI No. 15 (reference (f)).
- d. Compile and issue AI No. 78-I (reference (b)).
- e. Furnish editorial and format review and assistance to the OSD and WHS Components.
- f. Arrange for AI printing and distribution.

F. PROCEDURES

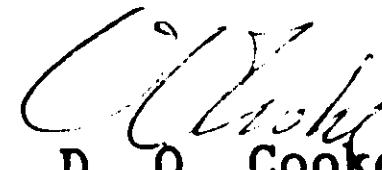
The procedures for developing and processing AIs are in enclosure 2.

G. EFFECTIVE DATE

This Instruction is effective immediately.

Enclosures - 2

1. Table of Contents for Enclosure 2
2. Procedures



D. O. Cooke
Director of Administration
and Management

TABLE OF CONTENTS FOR ENCLOSURE 2

<u>PARTS</u>	<u>PAGE</u>
A. FORMAT	2-1
1. Paper	2-1
2. Font	2-1
3. Quality of Text	2-1
4. Spacing	2-1
5. Page Numbering	2-1
6. References	2-2
7. Sections, Subsections, Paragraphs, and Subparagraphs	2-2
8. Definitions	2-3
9. Signature	2-3
10. Enclosure(s)	2-3
11. Attachments	2-4
12. Table of Contents	2-4
13. List of Figures	2-4
14. List of Tables	2-4
B. COORDINATION	2-4
C. CHANGES	2-5
1. Types of changes	2-5
2. Methods of changes	2-5
D. REISSUANCES	2-6
E. CANCELLATIONS	2-6
F. CLASSIFIED AIs	2-6
1. Security Markings	2-6
2. Distribution List	2-7
G. REPRINTS	2-8
H. SUBMISSION OF FINAL DOCUMENT FOR SIGNATURE	2-8
Attachments	2-9
1. Samples of format and style of reference citations frequently used in AIs	2-1-1
2. SD Form 106, "DoD Directives System Coordination Record"	2-2-1
3. Cover Memorandum for a new AI (with unresolved issues and a 6-month or more delay in coordinating memorandum(s))	2-3-1
4. Cover Memorandum for substantive change(s)	2-4-1
5. Cover Memorandum for administrative change(s)	2-5-1
6. Cover Memorandum for a reissuance due to substantive change(s)	2-6-1
7. Cover Memorandum for a reissuance due to administrative change(s)	2-7-1

TABLE OF CONTENTS FOR ENCLOSURE 2, continued

8. Cover Memorandum to cancel an AI	2-8-1
9. List of coordinating officials	2-9-1
10. Arrangement of final AI package	2-10-1

FIGURES

PAGE

2-1	Enclosure and attachment number system	2-1
2-2	Section, subsection, paragraph, and subparagraph format	2-3
2-3	SD Form 120	2-7
2-4	Abbreviations for frequently used ranks in the Services	2-8
2-5	SD Form 106	2-2-1
2-6	Arrangement for final AI package	2-10-1

PROCEDURES

A. FORMAT

1. Paper. Use white 8 1/2 - by 11-inch bond paper for drafts; for finals, use Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), letterhead for the first page and plain, white 8 1/2 - by 11-inch bond paper for succeeding pages.

2. Font. The following 12-pitch fonts are acceptable (or a similar size and style):

- a. DoD issuances must be written clearly and concisely.
- b. DoD issuances must be written clearly and concisely.
- c. DoD issuances must be written clearly and concisely.

3. Quality of Text

a. Finals must be originals; reproduced copies or those with correction fluid or tape, erasures, strike overs, or staple holes are unacceptable for printing.

b. Ensure that the type is dark and smudge-free for character definition and print quality.

4. Spacing. Double-space draft versions and single-space finals. Use one space between words in a phrase or sentence; two spaces between sentences; and two lines between sections, subsections, paragraphs, and subparagraphs. Space margins as follows:

a. Leave a 1-inch margin on the left and right sides and bottom of the first page. Type the AI number (e.g. ADMINISTRATIVE INSTRUCTION NO. 3) three lines below the organization name, and type the SUBJECT line(s) (title) two lines below the AI number flush with the 1-inch left margin (centering the DoD seal).

b. Leave 1-inch margin on all four sides of succeeding pages.

5. Page Numbering. Center the page number 1/2 inch from the bottom of the page, beginning with page two. Number the pages consecutively with Arabic numerals from page two through the signature page. Number enclosures and attachments consecutively, as shown in the following examples:

;	
<u>Page of Enclosure</u>	<u>Page Number</u>
Page 1 of enclosure 1	1-1
Page 2 of enclosure 1	1-2
Page 1 of enclosure 2	2-1
<u>Page of Attachment</u>	<u>Page Number</u>
Page 1 of attachment 1 to enclosure 1	1-1-1
Page 2 of attachment 1 to enclosure 1	1-1-2
Page 1 of attachment 2 to enclosure 1	1-2-1

Figure 2-1. Enclosure and attachment numbering system

6. References

a. Begin the reference(s) on the first page two lines below the SUBJECT line. Flush with the left margin, type the word "Reference(s)," capitalizing the first letter. The word "Reference(s)" is followed by a colon, two spaces, and the letter "(a)" in lowercase with parentheses, two spaces, and the reference citation. Succeeding reference citations are placed in alphabetical order under the "(a)." There is no punctuation at the end of the reference citations. Place up to six reference citations on the first page (e.g., (a) through (f)). If there are more than six, place four on the first page (i.e., (a) through (d)) and the rest on enclosure 1 and so indicate after "(d)" (e.g., (e) through (j), see enclosure 1).

b. Each citation in the text must be spelled out followed by its alphabetical reference letter in parentheses; e.g., DoD Directive 5025.1 (reference (c)). Additional use of the same citation on the same single-spaced page is referred to by its alphabetical reference letter in parentheses; e.g., (reference (c)) or if a portion of that same reference appears; e.g., section D. of reference (c). For format and style of frequently used reference citations, see attachment 1.

c. List references in the order cited in the text. If an AI is being reissued or if any other documents are being superseded or canceled, add the words "hereby canceled" after the listing of those references.

d. Approved headings for the major sections are: (REISSUANCE AND PURPOSE, APPLICABILITY (AND SCOPE), DEFINITIONS, POLICY, RESPONSIBILITIES, PROCEDURES, and EFFECTIVE DATE. Use enclosures for material not falling under any of these headings.

e. When Executive orders, public laws, or other statutes have already been implemented by a DoD issuance, use the DoD issuance as the reference citation; e.g., use DoD Directive 5400.7, "DoD Freedom of Information Act Program," May 13, 1988, rather than Section 552 of title 5, United States Code or Public Law 93-502. However, when a specific statute is being directly implemented by an issuance, it must be cited as codified; e.g., Section 1175 of title 10, United States Code. Two or more Sections may be cited; e.g., Sections 10605-10607 of title 42, United States Code. If the statute has not been codified, use a public law citation; e.g., Public Law 103-139, "Department of Defense Appropriations Act, 1994," November 11, 1993. Proper statutory authority for DoD issuances may be verified by the Office of the General Counsel, Department of Defense (OGC, DoD), during the drafting phase.

7. Sections, Subsections, Paragraphs, and Subparagraphs

a. Begin the first section -- (PURPOSE (REISSUANCE AND PURPOSE)) -- two lines below the last reference citation. Flush with the left margin, each section begins with a capital letter followed by a period, two spaces, and the section heading. All letters in the heading are capitalized; the heading is underlined.

b. Indent and begin subsections, paragraphs, and subparagraphs with consecutive Arabic numerals and lowercase letters followed by a period, parentheses, or an underline. Type the appropriate number or letter with a period, parentheses, or underline followed by two spaces before starting the text. If there is a subheading, capitalize the first letter of each key word in the subheading followed by a period. Underline the subheading. Use the following format:

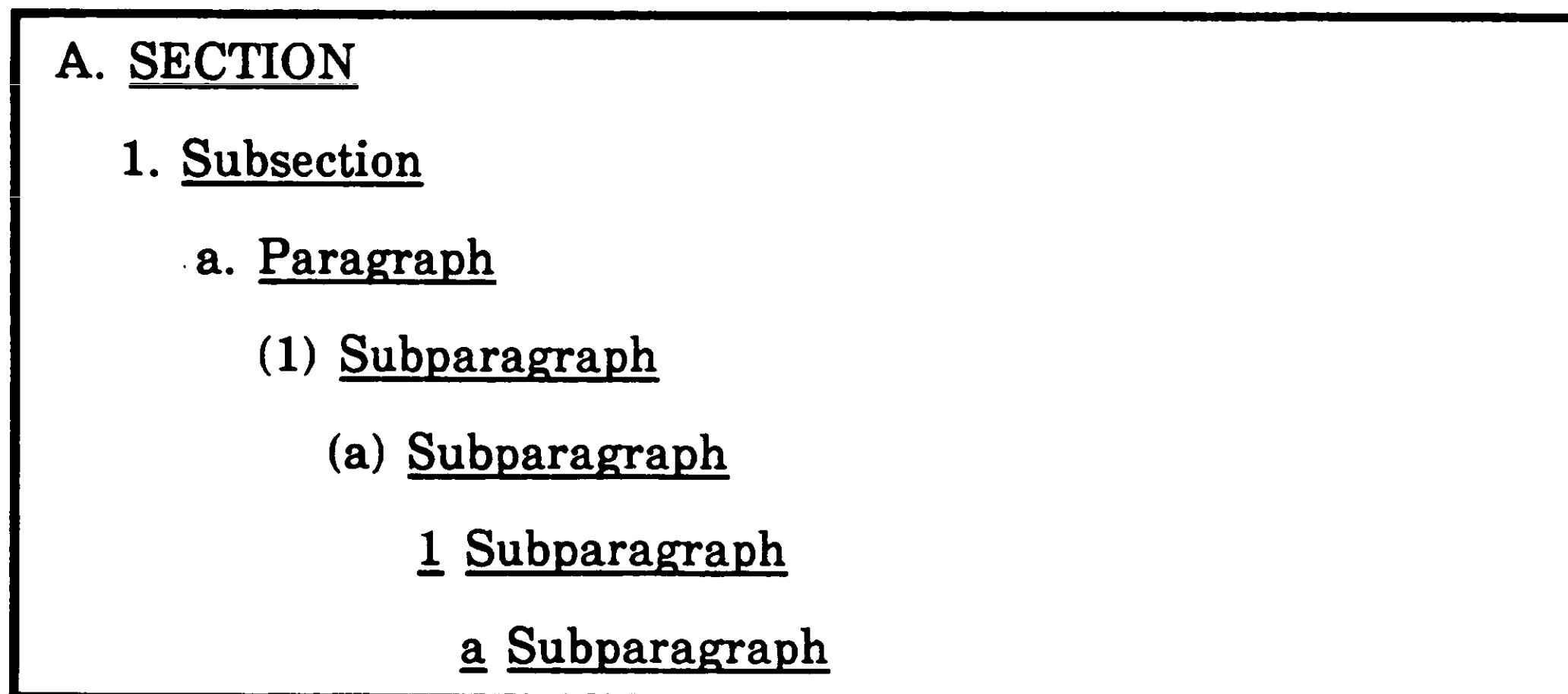


Figure 2-2. Section, subsection, paragraph, and subparagraph format

8. Definitions. Arrange the terms consecutively in Arabic numerals and in alphabetical order. Capitalize the first letter of the first word and each key word of a term, followed by its abbreviation or acronym in parentheses. Begin the definition of the term two spaces after the period. If a portion of a definition must be broken into paragraphs, indent and begin with each paragraph in lowercase alphabetical order. If more than half of a single-spaced page, all definitions must be on an enclosure page.

9. Signature. The signature block (area) is five lines below the last line of the EFFECTIVE DATE section. Leave that area blank. Do not place the signature block (area) alone on a page.

10. Enclosure(s)

a. Type "Enclosure(s)" 10 lines below the last line of the EFFECTIVE DATE section. Start the word "Enclosure(s)" flush with the left margin as follows:

Enclosures - 2

1. References
2. Definitions

b. Do not place the enclosure listing alone on a page. And begin each enclosure on a separate page. The heading of an enclosure is 1 inch from the top of the first page in all capital letters, centered, and underlined. If definitions or references are continued as enclosures, the headings should appear as follows:

DEFINITIONS, continued

REFERENCES, continued

c. Type the abbreviation "Encl" followed by the enclosure number in parentheses in the upper right corner of odd-numbered pages 1/2 inch to 3/4 inch from the top of the page next to the AI number; e.g., "AI 12 (Encl 2)". The date will be inserted by the Directives Division after the AI is signed.

11. Attachments

a. Type "Attachment(s)" on the last page of an enclosure four lines below the last line of the enclosure. Start the word "Attachment(s)" flush with the left margin as follows:

Attachments - 2

1. A list of the North Atlantic Treaty Organization Countries
2. Sample Organ Donor Card

b. Type the abbreviation "Encl" followed by the enclosure number, followed by the abbreviation "Attach" and the attachment number in parentheses in the upper right corner of odd-numbered pages 1/2 inch to 3/4 inch from the top of the page next to the AI number; e.g., "AI 12 (Encl 2, Attach 1)". The date will be inserted by the Directives Division after the AI is signed.

12. Table of Contents. If an AI is unusually long and complex, a Table of Contents may be used covering all or part of the AI. (See enclosure 1, above.) The Table of Contents enclosure follows reference and definition enclosures, if any. Otherwise, it's the first enclosure.

a. Center and underline the words "TABLE OF CONTENTS" (for the entire AI) or "TABLE OF CONTENTS (for a particular segment of the AI) such as "TABLE OF CONTENTS FOR ENCLOSURE 2" in all capital letter at the top of a separate page.

b. Flush with the left margin is the word "Parts" underlined. List the sections alphabetically in capital letters and the subdivisions numerically below in initial capital letters. Flush with the right margin, insert and underline the heading "Page" and under it list the beginning page numbers directly across from each table entry. Table entries are single-spaced with double spaces between section heading entries.

13. List of Figures. The heading of the left column, flush with the margin, is "Figure(s)", and the heading of the right column, flush with the margin, is "Page." Column headings are underlined. List the appropriate entries under each column. Entries are single-spaced with double spacing between divisions.

14. List of Tables. The heading of the left column, flush with the margin, is "Table(s)", and the heading of the right column, flush with the margin, is "Page." Follow the same format as in the List of Figures in subsection A.13., above.

B. COORDINATION

Use SD Form 106, "DoD Directives System Coordination Record," (attachment 2) to forward the draft of each new AI reissuance, or substantive change for review -- with a 30-day minimum suspense date -- by relevant DoD Components. Coordinate the AI with the Executive or Military Assistant to the head of the DoD Component concerned. All blocks on the SD Form 106 must be completed and the Form must be signed by the action officer (AO) and approved and signed by the Principal Staff Assistant (PSA) or Principal Deputy. Four double-space copies of drafts and the SD Form 106 must be provided to the Directives Division, Correspondence and Directives (C&D) Directorate, WHS, for mandatory coordination by the Office of DA&M, OSD. The Director, C&D Directorate, WHS, shall coordinate the drafts with

the WHS Components for a consolidated reply to the originator. The other mandatory coordinator, the Office of the General Counsel of the Department of Defense, and any other relevant DoD Components receive one double-spaced copy with the SD Form 106. When law, regulations, or labor-management agreements require it, coordinate with representatives of employee groups, organizations, and other Federal Agencies. Marginal notes indicating "accepted" or "rejected" must be entered next to each comment in a coordinating memorandum. If "rejected," a brief reason for the rejection must be stated. A nonconcurrence should be resolved by a second coordination with the particular DoD Component concerned. Unresolved nonconcurrences are addressed in a Cover Memorandum for DA&M, OSD, from the head of the OSD or WHS Component. (See attachment 3.) If 6 months have elapsed since coordination took place, recoordination is required. When circumstances prevent recoordination, the reason for the delay in submitting the AI for signature is explained in the Cover Memorandum. (See attachment 3.)

C. CHANGES

A change amends an existing AI. Review the whole AI for currency, not just the part being changed. A published change infers that the entire AI is current as of the change date. After five published changes, the AI must be reprinted, incorporating all the changes. Interim changes are not used.

1. Types of Changes

a. Substantive Change. A substantive change amends the essential portion of an AI, such as policy, applicability, responsibilities, purpose, or procedures. The DA&M, OSD, signs the original AI so approves any substantive change to it. Substantive changes must be coordinated and forwarded for approval in the same way as an original AI. (See section B. of this enclosure, above.) A Cover Memorandum for DA&M, OSD, must be signed by the head of the originating OSD or WHS Component. The memorandum must indicate whether it is a pen change, page change, or both, and specify the items to be deleted and/or inserted, including the page number; section, subsection, paragraph, or subparagraph; and line number. (See attachment 4.)

b. Administrative Change. An administrative change amends non-substantive portions of an AI, such as dates of references and organizational symbols. An administrative change does not require formal coordination. A memorandum for DA&M, OSD, requesting that the amended text be issued must be signed by the head of the originating OSD or WHS Component. The memorandum must state that the changes are administrative so no coordination is required. The memorandum also must indicate whether it is a pen change, page change, or both, and specify the items to be deleted and/or inserted, including the page number; section, subsection, paragraph, or subparagraph; and line number. (See attachment 5.) When administrative changes affect the signature page of an AI, a new signature of DA&M, OSD, may be required.

2. Methods of Changes

a. Pen Changes. A pen change may be substantive or administrative. Pen changes shall be used to correct, add, or delete a few sentences or less. When changes are extensive, but not enough to justify a reissuance, a page change or both a pen and page change must be used. Pen changes are issued to the DoD Components by a change transmittal prepared by the Directives Division and signed by the Director, C&D Directorate, WHS.

b. Page Changes. A page change may be substantive or administrative. They are used for extensive text amendments. Marginal asterisks or change bars on both sides of the page are used to show changed portions of the text. If the page to be amended contains text on its reverse side and the reverse side (backup page) does not require corrections, both the amended page and the backup page in original type must be provided for printing. When pages of text must be inserted, the text may shift requiring that additional pages beyond the amended and backup pages be provided; the numbering system may have to be adjusted. Page changes are issued to the DoD Components by the change transmittal prepared by the Directives Division and signed by the Director, C&D Directorate, WHS.

D. REISSUANCES

A reissuance is done when 50 percent or more of an AI must be changed, the proposed amended material is too complex to be handled as pen and/or page changes, or both pages of a one or two page AI must be changed. When the reissuance results from substantive changes, it must be coordinated in the same way as prescribed in section B., above, and signed. (For Cover Memorandums, see attachments 6 and 7.)

E. CANCELLATIONS

The DA&M, OSD, signs the original AI so must approve its cancellation. Since coordination is necessary to cancel an AI, follow the guidance in section B., above. A Cover Memorandum must contain the reason for the cancellation and the results of the coordination. (See attachment 8.) For a classified AI, downgrading instructions or a statement that it must continue to be handled according to the original security classification level must be included. Cancellation notices issued to DoD Components are prepared by the Directives Division and signed by the Director, C&D Directorate, WHS.

F. CLASSIFIED AIs

1. Classified AIs must contain the following:

a. Security Markings. An abbreviated security classification in parentheses after the classified subject or title. When the subject or title is unclassified, place "(U)" at the end of it; if classified, use the appropriate security classification symbol.

b. Portion markings throughout the text.

c. Security classification markings at the top and bottom of each page indicating the highest security classification of the page, except page one, which shall reflect the highest security classification in the AI. Use adhesive security classification labels or large type in capital letters on the final issuance, but do not stamp the security classification markings. Adhesive labels are available from the Directives Division, C&D Directorate, WHS.

d. Warning notices and restrictive markings, if necessary.

e. The "Classified By" line and declassification and downgrading instructions at the bottom of the first page of the text.

2. Distribution List. The following must be provided to the Directives Division, C&D Directorate, WHS:

- a. A distribution list containing the complete mailing addresses of the intended recipients, including an attention line and the number of copies. (See paragraph F.2.d., below.) Include the Directives Division, Room 2A286, 1155 Defense Pentagon, Washington DC 20301-1155 (5 copies).
- b. Two sets of mailing address labels containing the complete mailing address for each intended recipient and the number of copies. The two sets of mailing address labels are required for internal and external wrappings of classified material. The addresses and number of copies on the mailing address labels and distribution list must be identical. The mailing address labels shall contain the name of the DoD Components, not the name of an individual. (See paragraph F.2.d., below.)
- c. SD Forms 120 with completed entries in TO, FROM, Classification, Description of Material being Transferred, and no. of Originals blocks as shown in figure 2-3, below:

OSD RECEIPT FOR CLASSIFIED MATERIAL				
TO: (Title of Office or Organization) Defense Mapping Agency ATTN: Materiel Management Division			Number KXXAAXX	
FROM: (Office and Telephone) OUSD(A) MCL		Classification SECRET RD		Date of Transfer
Description of Material being Transferred (Do Not Enter Classified Info) DoD Directive S-9999.10 Nothing Follows ////////////////////////////////// //////////////////////////////////// //////////////////////////////////// //////////////////////////////////// ////////////////////////////////////				
(Copy Info (For Copy Numbered Items, Use Inclusive Copy Nos. With # Sign)				
No. of Originals 2	No. of Carbons 0	No. of Repro Cys 0	No. of Encls 0	No. Cys of each Encl 0
Date Received	Typed Or Printed Name and Signature of Recipient			

SD Form 120, JUL 85 Suspense Copy

Figure 2-3. SD Form 120

- d. Use the following Defense postal service format for the distribution list and mailing addresses labels:

Distribution List for Administrative Instruction S-12

COMPENSATION AND SALARY DIRECTORATE
ATTN: FISCAL REVIEW DIVISION ROOM 2A286
UNDER SEC DEF FOR PERSONNEL AND READINESS
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000 5 cys

DEFENSE LOGISTICS AGENCY
ATTN: MATERIAL MANAGEMENT DIVISION ROOM 444
CAMERON STATION
ALEXANDRIA, VA 22314 1 cy

G. REPRINTS

A reprint consolidates all published changes into the body of an AI. Reprints are issued when five changes have been published, or demands for additional copies require continuous printing for restocking. A reprint contains the original signature page of the AI and the original date. When the consolidation of changes into the body of the AI affects the signature page, the AI becomes an administrative reissuance requiring a new signature and date. Since each change was approved and published previously, a reprint does not have to be coordinated, and no marginal asterisks are used.

H. SUBMISSION OF FINAL DOCUMENT FOR SIGNATURE

1. Prepare and proofread the final single-spaced AI.

2. Assemble the AI in a final package (original set and one copy) composed of the following documents in the sequence below and as shown in attachment 10.

a. The Cover Memorandum signed by the head of the originating OSD or WHS Component. It must include the results of the coordinations; e.g., all coordinating officials concurred, and if there is a nonconcurrence, explain; indicate that the list of coordinating officials and the coordination papers are attached; and give a reason for the delay in submitting the AI for signature if the coordinations are 6 months old or more. (See attachment 3.) For a classified AI, the Cover Memorandum must indicate that a distribution list, mailing address labels, and SD Form 120s are attached.

b. The AI.

c. The list of coordinating officials should be on plain 8 1/2 - by 11-inch bond paper and double-spaced between entries using two columns on the page. The abbreviated names of coordinating DoD Components must be listed in the left column and the names of the coordinating officials in the right column in the order listed on the SD Form 106. The terms Army, Navy, and Air Force are used in the left column, instead of other variations of the names, such as USAF or Department of the Air Force. The abbreviated title of the coordinating official must follow the name. Use first name, middle initial, and surname or use first and middle initials followed by a surname, but do not mix the format. Military rank precedes the first name or initial of an individual in the Service and the abbreviation of the Service (i.e., USA, USN, USAF, USMC, or USCG) follows the surname. (See attachment 9.) Abbreviations for frequently used ranks in the Services follow:

Army	Navy	Air Force	Marine Corps
LTC	CDR	LtCol	LtCol
COL	CAPT	Col	Col
BG	RADM	Brig Gen	BGen
MG	RADM	Maj Gen	MajGen
LTG	VADM	Lt Gen	LtGen
GEN	ADM	Gen	Gen

Figure 2-4. Abbreviations for frequently used ranks in the Services

- d. The original SD Form 106 (attachment 2) signed by the PSA or Principal Deputy.
- e. The distribution list for classified AIs.
- f. Two 3.5 diskettes of the AI in MS-DOS 3.0 or higher or in ASCII format. Each diskette must be labeled with a file name.

3. When the Cover Memorandum is signed by the head of the OSD or WHS Component, the final package (original set and one copy) must be provided to the Directives Division, C&D Directorate, WHS, for final review and forwarding to DA&M, OSD. Incomplete staff work or discrepancies in the final package shall be returned to the originating office for correction. When the AI is signed by DA&M, OSD, it is returned to the Directives Division, C&D Directorate, WHS, for printing and distribution. An advanced copy of the signed AI is then provided to the AO. The Cover Memorandum and coordinating papers are retained by the Directives Division, C&D Directorate, WHS.

Attachments - 10

- 1. Samples of format and style of reference citations frequently used in AIs
- 2. SD Form 106, "DoD Directives System Coordination Record"
- 3. Cover Memorandum for a new AI (with unresolved issues and a 6-month or more delay in coordinating memorandum(s))
- 4. Cover Memorandum for substantive change(s)
- 5. Cover Memorandum for administrative change(s)
- 6. Cover Memorandum for a reissuance due to substantive change(s)
- 7. Cover Memorandum for a reissuance due to administrative change(s)
- 8. Cover Memorandum to cancel an AI
- 9. List of coordinating officials
- 10. Arrangement of Final AI package

SAMPLES OF FORMAT AND STYLE OF REFERENCE CITATIONS
FREQUENTLY USED IN AIs

<u>REFERENCE CITATION</u>	<u>FORMAT USED IN REFERENCE(S) SECTION</u>	<u>FORMAT USED IN TEXT</u>
Code of Federal Regulations	Title 32, Code of Federal Regulations, Part 40, "Standards of Conduct," current edition	32 CFR 40
DoD Directive	DoD Directive 1990.2, "Injury Compensation for DoD Employees," March 10, 1990	DoD Directive 1990.2
DoD Instruction	DoD Instruction 1995.1, "Labor Unions and Management Agreements," December 2, 1988	DoD Instruction 1995.1
DoD Publication	DoD 1990.2-R, "Regulations on Injury Compensation for DoD Employees," August 1991, authorized by DoD Directive 1990.2, June 16, 1990	DoD 1990.2-R
Executive Order	Executive Order 12564, "Drug-Free Workplace," September 15, 1986	E.O. 12564
Administrative Instruction	Administrative Instruction No. 63, "Performance Management System (PMS) for General Schedule and Wage System Employees," September 8, 1987	AI No. 63
Federal Personnel Manual	Federal Personnel Manual, Chapter 930, "Programs for Specific Positions"	FPM, Chapter 930 (Chapter 930 of FPM)
Memoranda	Secretary of Defense Memorandum, "Regulatory Relief Task Force," October 15, 1989	Secretary of Defense Memorandum
	Assistant Secretary of Defense for Health Affairs Memorandum, "Healthcare for Employees," May 13, 1994	ASD(HA) Memorandum
Memorandum of Understanding	Memorandum of Understanding Between the Department of Defense and the Department of Education, August 16, 1992	MOU

SAMPLES OF FORMAT AND STYLE OF REFERENCE CITATIONS
FREQUENTLY USED IN AIs

Office of Management and Budget Bulletin	Office of Management and Budget Bulletin No. 81-17, "Debt Collection," April 27, 1991	OMB Bulletin No. 81-17
Office of Management and Budget Circular	Office of Management and Budget Circular No. A-73, "Audit of Federal Operations and Programs," March 15, 1993	OMB Circular No. A-73
Public Law	Public Law 92-463, "Federal Advisory Committee Act," October 6, 1992	Pub. L. 92-463 (1972)
	Public Law 88-647, "Reserve Officers' Training Corps Vitalization Act of 1993," October 13, 1993, as amended	Pub. L. 88-647 (1964)
	Title II of Public Law 91-441, "Independent Research and Development," September 10, 1981 (84 Stat. 905)	Pub. L. 91-441, Title II
United States Code	Title 5, United States Code	5 U.S.C.
	Chapter 30 of title 10, United States Code	Chapter 30 of 10 U.S.C.
	Subchapter III of title 10, United States Code	Subchapter III of 10 U.S.C.
	Section 2451 of title 10, United States Code	Section 2451 of 10 U.S.C. or 10 U.S.C. 2451
	Section 1756 <u>et seq.</u> ¹ of title 12, United States Code	Section 1756 <u>et seq.</u> of 12 U.S.C. or 12 U.S.C. 1756 <u>et seq.</u>
	Section 1757(a) of title 12, United States Code	Section 1757(a) of 12 U.S.C. or 12 U.S.C. 1757(a)

¹ Use et seq. when there are numerous divisions, such as sections or chapters, that are not continuous.

SAMPLES OF FORMAT AND STYLE OF REFERENCE CITATIONS
FREQUENTLY USED IN AIs

Sections 1751-1755² of title 12,
United States Code

Sections 1751-1755 of
12 U.S.C. or 12
U.S.C. 1751-1755

Section 1756 of title 12, United
States Code, note

Section 1756 of
12 U.S.C., note or
12 U.S.C. 1756 note

Appendix II of title 50, United
States Code

50 U.S.C. App. II

Section 801-940 of title 10,
United States Code, "Uniform
Code of Military Justice"

Sections 801-940
of 10 U.S.C. or
10 U.S.C. 801-940

² Et seq. is not used since the sections are few and continuous.

DOD DIRECTIVES SYSTEM COORDINATION RECORD (Please read instructions on back before completing form.)					15. COORDINATORS		
1. COORDINATION SUSPENSE DATE (YYMMDD) 940902		2. DOD ISSUANCE NUMBER AI 12			UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND TECHNOLOGY <ul style="list-style-type: none"> • PRINCIPAL DEPUTY UNDER SECRETARY FOR ACQUISITION AND TECHNOLOGY • DIR DEFENSE RESEARCH AND ENGINEERING • ASD FOR ECONOMIC SECURITY • ATSD FOR ATOMIC ENERGY • DIR ADVANCED RESEARCH PROJECTS AGENCY • DIR BALLISTIC MISSILE DEFENSE ORGANIZATION • DIR DEFENSE LOGISTICS AGENCY • DIR DEFENSE NUCLEAR AGENCY • DIR ON-SITE INSPECTION AGENCY 		
3. TYPE OF DOD ISSUANCE (X one)		4. TYPE OF ACTION (X one)		5. SECURITY CLASSIFICATION (X one)			
<input type="checkbox"/> DoD DIRECTIVE		<input type="checkbox"/> NEW		<input type="checkbox"/> TOP SECRET			
<input type="checkbox"/> DoD INSTRUCTION		<input checked="" type="checkbox"/> REISSUANCE		<input type="checkbox"/> SECRET			
<input checked="" type="checkbox"/> DoD PUBLICATION		<input type="checkbox"/> CHANGE		<input type="checkbox"/> CONFIDENTIAL			
<input checked="" type="checkbox"/> ADMINISTRATIVE INSTRUCTION (AI)		<input type="checkbox"/> CANCELLATION		<input checked="" type="checkbox"/> UNCLASSIFIED		UNDER SECRETARY OF DEFENSE FOR POLICY <ul style="list-style-type: none"> • PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE FOR POLICY • ASD FOR INTERNATIONAL SECURITY AFFAIRS • ASD FOR INTERNATIONAL SECURITY POLICY • ASD FOR SPECIAL OPERATIONS AND LOW-INTENSITY CONFLICT • ASD FOR STRATEGY AND REQUIREMENTS • DIR OF NET ASSESSMENT • DIR DEFENSE SECURITY ASSISTANCE AGENCY 	
6. SUBJECT (Title)							
7. PURPOSE AND REMARKS (If additional space is needed, a separate page should be attached.) This AI implements DoD Directive 1234.12, by disseminating policy, assigning responsibilities, and prescribing procedures for the observance of U.S. holidays by the DoD Field Activities located outside the United States.							
8. FEDERAL REGISTER DOCUMENT REQUIRED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
9. IMPLEMENTING DOCUMENTS REQUIRED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO							
10. FORMS PRESCRIBED (X one) (If Yes, list form number(s) and title(s) in Item 7.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		11. REPORTS REQUIRED (X all that apply) (Define in Item 7) <input type="checkbox"/> OMB <input checked="" type="checkbox"/> RCS <input type="checkbox"/> IRCN			UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS <ul style="list-style-type: none"> • ASD FOR FORCE MANAGEMENT • ASD FOR HEALTH AFFAIRS • ASD FOR RESERVE AFFAIRS • DIR DEFENSE COMMISSARY AGENCY 		
12. DOD PUBLICATION ONLY (X all that apply)							
a. THE MILITARY DEPARTMENTS AND THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF. Provide the names and telephone numbers of the functional managers who may be contacted to make arrangements for the printing and distribution of the DoD Publication for their organizations. Include this information with the coordination.							
b. OSD. Provide the names and complete mailing addresses of the OSD offices that require the DoD Publication, including the number of copies for each addressee. Include this information with the coordination.							
c. DEFENSE AGENCIES. OSD Components should contact the Defense Agencies under their cognizance to obtain the names and telephone numbers of functional managers in the Defense Agencies who may be contacted to make arrangements for the printing and distribution of the DoD Publication for their Agencies. Include this information with the coordination.							
13. ACTION OFFICER					ASD FOR COMMAND, CONTROL, COMMUNICATIONS, AND INTELLIGENCE <ul style="list-style-type: none"> • DIR DEFENSE INFORMATION SYSTEMS AGENCY • DIR DEFENSE INTELLIGENCE AGENCY • DIR DEFENSE INVESTIGATIVE SERVICE • DIR DEFENSE MAPPING AGENCY 		
a. NAME (Last, First, Middle Initial) Smith, John C.		b. OFFICE DESIGNATION WHS-P&S-LMER					
c. ROOM NUMBER 6E689		d. TELEPHONE NUMBER (Include Area Code) 703-999-0010					
14. AUTHORIZING OFFICIAL (OSD Principal Staff Assistant or Principal Deputy)							
a. SIGNATURE							
b. NAME AND TITLE Director, Administration and Management		c. DATE SIGNED 8/1/94			ASD FOR LEGISLATIVE AFFAIRS COMPTROLLER, DoD <ul style="list-style-type: none"> • PRINCIPAL DEPUTY COMPTROLLER • DIR PROGRAM ANALYSIS AND EVALUATION • DIR DEFENSE CONTRACT AUDIT AGENCY • DIR DEFENSE FINANCE AND ACCOUNTING SERVICE 		
15. COORDINATORS							
GENERAL COUNSEL, DoD							
INSPECTOR GENERAL, DoD							
DIR OPERATIONAL TEST AND EVALUATION, OSD							
ATSD FOR INTELLIGENCE OVERSIGHT							
ATSD FOR PUBLIC AFFAIRS							
DIR OF ADMINISTRATION AND MANAGEMENT, OSD (4 cys)							
SECRETARY OF THE ARMY							
SECRETARY OF THE NAVY							
SECRETARY OF THE AIR FORCE							
CHAIRMAN OF THE JOINT CHIEFS OF STAFF							
DIR CENTRAL IMAGERY OFFICE							
DIR NATL SECURITY AGENCY / CHIEF, CENTRAL SECURITY SERVICE							

INSTRUCTIONS FOR COMPLETING SD FORM 106

ITEM 1. COORDINATION SUSPENSE DATE

Enter the date that the coordination must be received by the originating OSD Component. The date must be 30 working days from the date in Item 14.c. unless Executive Office, legislative, or Secretarial requirements dictate otherwise.

ITEM 2. DOD ISSUANCE NUMBER

For a new DoD issuance, enter a four-digit subject number, followed by a decimal point and a double alphabetical designation, e.g., 9876.aa (see Chapter 9 of DoD 5025.1-M). For a reissuance, enter the same subject number that is assigned to the existing DoD issuance. If the reissuance cancels the existing DoD issuance and one or more other DoD issuances, leave this item blank for completion by the Directives Division, WHS. For a change to or cancellation of a DoD issuance, enter the existing subject number of the DoD issuance.

For new AIs, leave this item blank for completion by the Directives Division, WHS. For an AI reissuance, enter the same number that is assigned to the existing AI. If the AI reissuance cancels the original AI and one or more other AIs, leave this item blank for completion by the Directives Division, WHS. For a change to or cancellation of an AI, enter the existing number of the AI.

ITEM 3. TYPE OF DOD ISSUANCE

Place an "X" in the appropriate box to indicate the type of DoD issuance. For types of DoD Publications, see Chapter 3 of DoD 5025.1-M. See AI No. 78 for guidance on AIs.

ITEM 4. TYPE OF ACTION

Place an "X" in the appropriate box to indicate the type of action prescribed for the DoD issuance.

ITEM 5. SECURITY CLASSIFICATION

Place an "X" in the appropriate box to indicate the security classification of the DoD issuance.

ITEM 6. SUBJECT (*Title*)

Enter the subject of the DoD Directive, DoD Instruction or AI, or the title of the DoD publication.

ITEM 7. PURPOSE AND REMARKS

Enter the reason for the action and provide any supplementary or background information to support the action.

ITEM 8. FEDERAL REGISTER DOCUMENT REQUIRED

Place an "X" in the appropriate box to indicate whether the DoD issuance must be published in the Federal Register as a rule. See Chapter 8 of DoD 5025.1-M and DoD Directive 5400.9.

ITEM 9. IMPLEMENTING DOCUMENTS REQUIRED

Place an "X" in the appropriate box to indicate whether DoD Components must issue implementing documents.

ITEM 10. FORMS PRESCRIBED

Place an "X" in the appropriate box to indicate whether the DoD issuance prescribes or references forms. If "Yes," list form number(s) and title(s) in Item 7.

ITEM 11. REPORTS REQUIRED

Place an "X" in all boxes that apply. Provide additional reports control information in Item 7.

ITEM 12. DOD PUBLICATION ONLY

This item is intended to give sufficient notice to DoD Components that a DoD Publication will be printed in the near future and that they should arrange for printing funds and distribution of the DoD Publication for their organization. For OSD Components, printing and distribution of the DoD Publication are arranged by the Directives Division, WHS, according to the distribution list provided by the originating OSD Component. Place an "X" in all boxes that apply to the DoD Publication. See Chapter 6 of DoD 5025.1-M.

ITEM 13. ACTION OFFICER

Enter the action officer's name, office designation, room number, and telephone number.

ITEM 14. AUTHORIZING OFFICIAL (*OSD Principal Staff Assistant or Principal Deputy*)

Obtain the signature of the OSD Principal Staff Assistant or Principal Deputy, enter the official's name and title, and insert the date of the signature.

ITEM 15. COORDINATORS

Place an "X" in the appropriate boxes to indicate which DoD Components should coordinate on the DoD issuance. If the DoD issuance should be reviewed by DoD officials, who are under the cognizance of an Under or Assistant Secretary of Defense, make recommendations in Item 7. The "X" is preprinted in boxes for the mandatory coordinators (General Counsel, DoD; the Inspector General, DoD; and the Director of Administration and Management, OSD.). For the appropriate signature level of the coordinating officials, see Chapter 4 of DoD 5025.1-M.

**COVER MEMORANDUM FOR A NEW AI (WITH UNRESOLVED ISSUES AND A
6-MONTH OR MORE DELAY IN COORDINATING MEMORANDUMS)**

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,
OFFICE OF THE SECRETARY OF DEFENSE**

**SUBJECT: Proposed Administrative Instruction No. 94, "Personal Property
Management and Accountability"**

The attached proposed AI No. 94, "Personal Property Management and Accountability" implements policy and provides guidance for accounting and controlling Government personal property owned by the Office of the Secretary of Defense and Activities that are serviced by Washington Headquarters Services (WHS). (TAB A)

The proposed Instruction has been coordinated with the appropriate organizations and all concurred, except the Inspector General of the Department of Defense (IG, DoD) (TAB B). The IG, DoD, believed that the extent of accountability is excessive, the procedures are not consistent with DoD 7200.10-M, "Department of Defense Accounting and Reporting of Government Property Lost, Damaged, or Destroyed," and that detailed procedures necessary to implement a property control system are not provided.

We disagree. The IG, DoD, was comparing, inappropriately, the WHS property management system with the Defense Logistics Agency's system and the nonconcurrence was based on the IG, DoD, findings during an outdated 1992 DLA audit.

Although the coordinations are more than 6 months old, due to many meetings to resolve the issues, the information is still current.

Director
Real Estate and Facilities Directorate

Attachments
as stated

COVER MEMORANDUM FOR SUBSTANTIVE CHANGE(S)

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,
OFFICE OF THE SECRETARY OF DEFENSE**

**SUBJECT: Pen and Page Changes to Administrative Instruction No. 15, "Records
Management - Administrative Procedures and Records Disposition
Schedules," August 11, 1994**

Please issue an AI Transmittal incorporating the following pen and page changes:

PEN CHANGES

1. Page 8, paragraph E.1.a.&b., line 4. Delete entire entry.
2. Page 14, section B., line 2. Add: "(See figures 1 through 14.)"
3. Page 33, subparagraph E.4.e.(1), line 5. Change "Executive Order 12065"
to "Executive Order 12356."

PAGE CHANGES

1. Remove: Pages 9-17 thru 9-19.
Insert: Attached replacement pages.
2. Remove: Enclosure 3.
Insert: Attached replacement pages.

Changes are indicated by marginal asterisks.

The list of coordinating officials and coordinating documents are at TAB B.

Include the following statement on the Transmittal:

"The above changes are effective immediately."

Director
Correspondence and Directives

Attachments
as stated

COVER MEMORANDUM FOR ADMINISTRATIVE CHANGE(S)

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,
OFFICE OF THE SECRETARY OF DEFENSE**

**SUBJECT: Page Changes to Administrative Instruction No. 3, "Environmental
Standards," January 6, 1991**

Please issue an AI Transmittal incorporating the following page changes:

PAGE CHANGES

Remove: Pages 7-20 through 7-26

Insert: Attached replacement pages

Changes appear on pages 7-20 through 7-26 and are indicated by marginal asterisks. Since the changes are administrative in nature, no coordination is required. Include the following statement on the Transmittal:

"The above changes are effective immediately."

**General Counsel of the
Department of Defense**

**Attachments
as stated**

**COVER MEMORANDUM FOR A REISSUANCE DUE TO SUBSTANTIVE
CHANGE(S)**

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,
OFFICE OF THE SECRETARY OF DEFENSE**

**SUBJECT: Proposed Reissuance of Administrative Instruction No. 31, "Equal
Employment Opportunity Program," June 3, 1990**

The attached proposed AI No. 31, "Equal Employment Opportunity Program," disseminates policy and responsibilities for the Equal Opportunity Program within OSD and all activities that receive administrative support from Washington Headquarters Services (Tab A).

The proposed Instruction has been coordinated with the appropriate organizations and all have concurred (Tab B). Comments submitted by the General Counsel of the Department of Defense have been incorporated.

Recommend you sign the attached Instruction at Tab A.

Director
Personnel and Security

Attachments
as stated

**COVER MEMORANDUM FOR A REISSUANCE DUE TO ADMINISTRATIVE
CHANGE(S)**

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,
OFFICE OF THE SECRETARY OF DEFENSE**

**SUBJECT: Reissuance of Administrative Instruction No. 29, "Incentive Awards,"
June 4, 1987**

Reissuance of AI No. 29, "Incentive Awards," (Tab A) is necessary to substitute a new Suggestion Form, DD Form 355, to replace the Intangible Benefits Awards Scale and to incorporate the criteria for two newly established honorary awards. This is an administrative reissuance so coordination is not required.

**Director
Personnel and Security**

**Attachments
as stated**

COVER MEMORANDUM TO CANCEL AN AI

[Use appropriate letterhead]

[Insert date]

**MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT,
OFFICE OF THE SECRETARY OF DEFENSE**

**SUBJECT: Cancellation of Administrative Instruction No. 80, "Position
Management," July 1, 1975**

The subject AI deals with the operation of a position management program. Position management has been incorporated into a more comprehensive efficiency review program under DoD Instruction 5010.37.

Due to this program change, it is requested that AI No. 80 (Tab A) be canceled.

The list of coordinating officials and coordinating documents are at Tab B. All concurred.

**Director
Personnel and Security**

**Attachments
as stated**

LIST OF COORDINATING OFFICIALS

OUSD(A&T)	CDR (name of military assistant), USN, Mil Asst
OUSD(P)	LTC (name of military assistant), USA, Mil Asst
OASD(C3I)	COL (name of military assistant), USAF, Mil Asst
OUSD(P&R)	LTC (name of military assistant), USAF, Mil Asst
OGC, DoD	(name of Assistant General Counsel), AGC
ODA&M	(name of Director, Correspondence and Directives), Dir C&D
AFGE	(name of executive vice president), Exec VP

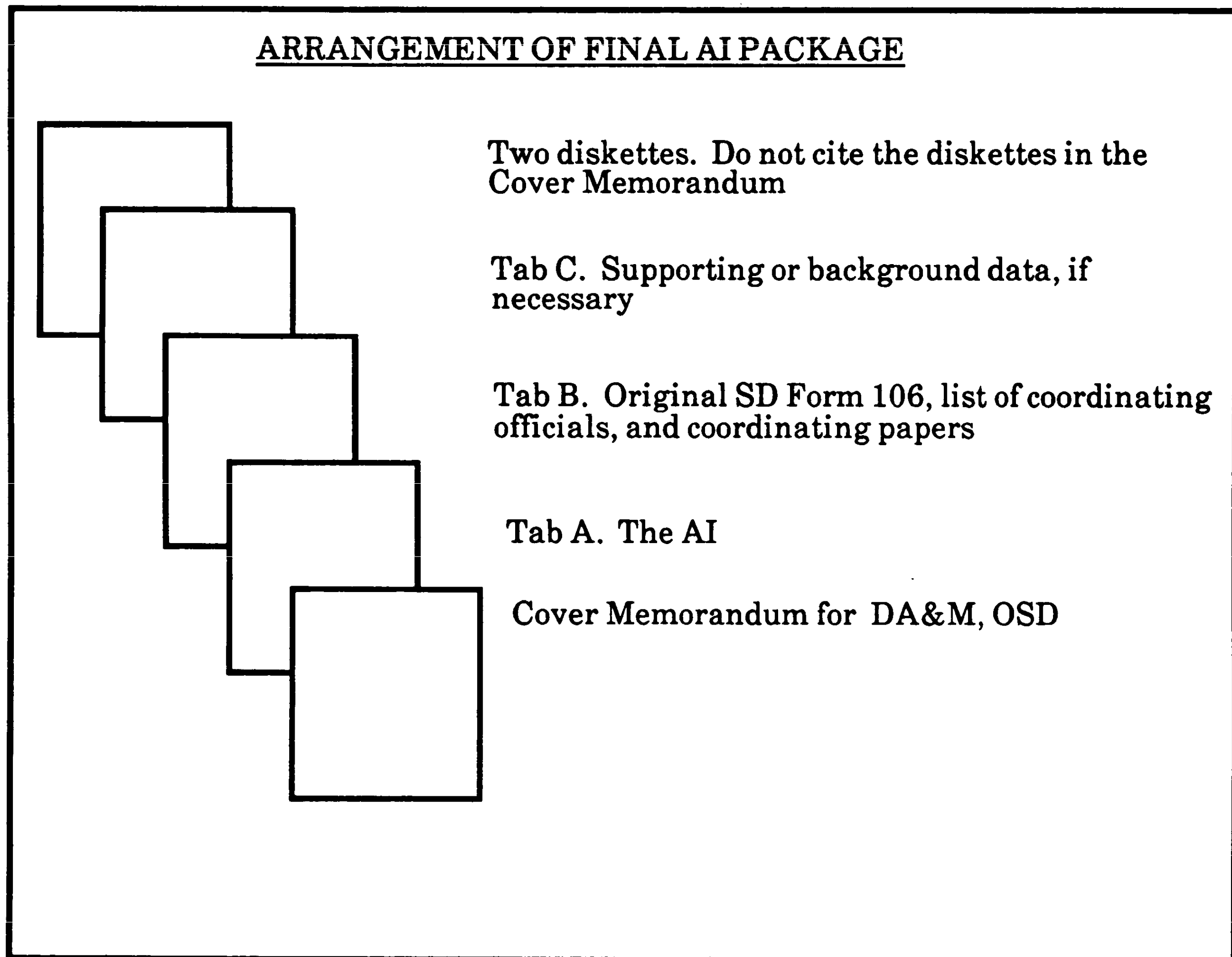


Figure 2-6. Arrangement of final AI package